

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 5, 2008

What's Inside:
Revision of CW-104
and CW-105

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: JAMES C. HARRISON, ACTING DIRECTOR

SUBJECT: REVISION OF FORMS CD-104 AND CD-105

DISCUSSION:

In response to a CQI request, the placement record tracking forms CW-104, Placement Report for Foster Home Record, and CW-105, Placement Report for Child's Record have been revised. They are now labeled CD-104, Placement Report for Resource Home Record, and CD-105, Placement Report for Child's Record. The format of required information on the form has also been revised.

CD-104 Placement Report for Resource Home Record

Required information to enter is:

- Name of the resource parent(s)
- Department Vendor Number (DVN)
- Name of child placed
- Placement type code (FHO, FHB, FHE, FHM, RHO, RHB, RHM, RHU, KHO, KHB, KHM, KHU, ADF, ADR, ADOP, FAH, FGH, FGB, FGM, CFP)
- Date child placed
- Date child removed

CD-105 Placement Report for Child's Record

Required information to enter is:

- Foster Youth name
- Foster Youth birth date
- Foster Youth Department Client Number (DCN)
- Resource provider name(s)
- Placement type code (FHO, FHB, FHE, FHM, RHO, RHB, RHM, RHU, KHO, KHB, KHM, KHU, ADF, ADR, ADOP, FAH, FGH, FGB, FGM, CFP)

- Date child placed
- Date child removed

The revised forms and instructions are available on E-forms. Staff should begin using the revised forms immediately.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT: Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER: Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Foster Home Utilization Foster/Emergency Home Maintenance Foster Home Utilization Section 6 Chapter 5 Subsection 1. Emergency Foster Homes Emergency Foster/Group Homes Section 6 Chapter 4 Subsection 1 Placement/Replacement of the Child Placement in a Resource Family Section 4 Chapter 5 Subsection1 Begin Work with the Family/Child(ren) Thirty-Day Treatment Activities/ Administrative Activities Section 4 Chapter 7 Subsection 3 Sub Subsection7	
FORMS AND INSTRUCTIONS: Placement Report for Resource Home Record, CD-104 Placement Report for Child’s Record, CD-105	
REFERENCE DOCUMENTS and RESOURCES: N/A	
RELATED STATUTE: N/A	
ADMINISTRATIVE RULE: N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	
PROGRAM IMPROVEMENT PLAN (PIP): N/A.	

SACWIS REQUIREMENTS:

N/A